

## [Transcript Order Instructions](#)

**Revised:** Monday, March 25, 2019

### **TRANSCRIPT ORDER INSTRUCTIONS**

#### **REQUESTING A TRANSCRIPT OF A COURT HEARING**

Before requesting a Court hearing transcript check the applicable bankruptcy case or adversary proceeding docket. If the transcript you want to request is already on file or has been ordered, contact the transcriber to obtain a copy. Otherwise, a separate [Transcript Order Form](#) must be completed for each hearing date requested. Select a Transcription Service Provider from the Court-approved list (below) and complete the Transcript Order Form. This is the only [transcript order form](#) the Court will accept.

#### **TYPE OF TRANSCRIPT**

On the Transcript Order Form select the type of transcript:

- **Ordinary:** Delivery within thirty (30) calendar days
- **14 Days:** Delivery within fourteen (14) calendar days.
- **Expedited:** Delivery within seven (7) calendar days.
- **Daily:** Delivery within 24 hours.

**NOTE:** If the transcript you request is for an appeal, an Expedited transcript is required.

#### **FILE THE COMPLETED TRANSCRIPT ORDER FORM**

Parties with an ECF account must file the completed form in CM/ECF on the applicable case or proceeding docket. Use the docket event "[Transcript Order Form \(Public Request\)](#)." Parties without an ECF account may file the completed form at the intake counter or by mail with the Clerk of Court divisional office where the hearing was held. The Court does not accept transcript requests via fax, email or telephone.

##### **San Francisco**

United States Bankruptcy Court  
450 Golden Gate Avenue, 18th Floor  
Mail Box 36099  
San Francisco, California 94102

##### **Oakland**

United States Bankruptcy Court  
1300 Clay Street, Suite 300  
Oakland, California 94612

##### **San Jose**

United States Bankruptcy Court  
280 South First Street, Room 3035  
San Jose, California 95113

##### **Santa Rosa**

United States Bankruptcy Court  
99 South "E" Street  
Santa Rosa, California 95404

#### **TRANSCRIPT PROCESSING, COST AND PAYMENT**

The Court does not transcribe Court hearings. A filed [Transcript Order Form](#) is forwarded to the Transcription Service Provider you designate. The Transcription Service Provider will contact you regarding transcript costs, payment and delivery. Transcripts cannot be picked up at the Court. Transcription rates may vary but may not exceed the maximum charges set by the Judicial Conference of the United States listed at <http://www.uscourts.gov/services-forms/federal-court->

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Contact the Transcription Service Provider directly with questions regarding your transcript order. You may track the progress of a requested transcript by following the transcription related events appearing on the docket. For more information see **Tracking a Transcript Order**, below.

### AVAILABILITY AND COPIES OF TRANSCRIPTS

If more than one party files a *Transcript Order Form* for the same hearing, the first *Transcript Order Form* on the docket takes precedence. All other parties that wish to obtain a transcript of the same hearing must contact the Transcription Service Provider designated on the docket.

Completed transcripts are filed by the transcriber on the docket and restricted for 90 days from the filed date as set forth in the [Guide to Judiciary Policy Vol. 6, §510.25.10](#). During this 90-day period, the transcript may be viewed at any Clerk's divisional office on a public computer terminal or a copy may be purchased from the Transcription Service Provider that created the original transcript.

### SPECIAL NOTE ABOUT SECTION 341(a) MEETING OF CREDITORS

A Meeting of Creditors held pursuant Section 341 of the Bankruptcy Code is **not** conducted, transcribed or recorded by the Court. The Court does not keep or provide transcripts or recordings of a Meeting of Creditors. The *Transcript Order Form* may not be used to request a transcript or recording of a Meeting of Creditors. To request a recording of a Meeting of Creditors visit the [U.S. Trustee website](#).

#### Dion Rupa

Veritext  
330 Old Country Rd., Suite 300  
Mineola NY 11501  
(888) 706-4576  
[bankruptcy-li@veritext.com](mailto:bankruptcy-li@veritext.com)

#### Dipti Patel

Liberty Transcripts  
7306 Danwood Drive  
Austin, TX 78759  
(847) 848-4907  
[www.libertytranscripts.com](http://www.libertytranscripts.com)

#### e-Scribers

Attn: Jason Gottlieb, Director of Transcription  
Operations  
7227 N. 16th Street, Suite 207  
Phoenix, AZ 85020  
(973) 406-2250  
[operations@escribers.net](mailto:operations@escribers.net)

#### Erik Lige

The RecordXchange  
7590 East Gray Road, Suite 202  
Scottsdale, AZ 85260  
(800) 406-1290 x 101  
[customersuccess@trxchange.com](mailto:customersuccess@trxchange.com)  
[www.trxchange.com](http://www.trxchange.com)

#### Janice Russell Transcripts

Attn: Janice Russell, Owner  
1418 Red Fox Circle  
Severance, CO 80550  
[trussell31@tdsmail.com](mailto:trussell31@tdsmail.com)

#### Josephine McCall Court Transcribing

Attn: Jo McCall, Owner  
2868 E. Clifton Court  
Gilbert, AZ 85295  
[jomccall@cox.net](mailto:jomccall@cox.net)

#### Palmer Reporting Services

Attn: Susan Palmer, Owner  
1948 Diamond Oak Way  
Manteca, CA 95336  
(800) 665-6251  
[palmerptg@aol.com](mailto:palmerptg@aol.com)

#### Transcripts Plus, Inc.

Karen Hartmann, CET, Owner  
435 Riverview Circle  
New Hope, PA 18938  
(215) 862-1115 (office)  
[CourtTranscripts@aol.com](mailto:CourtTranscripts@aol.com)

### TRACKING A TRANSCRIPT ORDER

The following transcript related entries appear on the applicable case or proceeding docket and may be used to track the progress of a requested transcript. To view the docket you must use [PACER](#) or a

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public computer terminal located at any Clerk's divisional office.

**1) Transcript Order Form:** This entry provides the date a transcript request is filed on the docket.

**2) Acknowledgement of Request for Transcript:** This entry provides acknowledgement from the Transcription Service Provider that the transcript order has been received.

**3) Transcript Record Transmittal:** This entry provides the date the Court record is provided to the Transcript Service Provider and additional information, such as contact information for the Transcription Service Provider.

**4) Transcript:** Upon completion of a transcript, the Transcription Service Provider files and uploads the transcript to the applicable case or proceeding docket. The transcript attached to this entry as a PDF document is restricted to public computer terminal viewing for 90 days. During this 90 day period a copy of the transcript may be purchased from the Transcription Service Provider.

### Source URL (modified on 01/26/2021 - 3:53pm):

<https://www.canb.uscourts.gov/procedure/district/transcript-order-instructions>